

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

**Occupational Category:**

Managerial \_\_\_\_\_ Technical \_\_\_\_\_ Analytical \_\_\_\_\_

Administrative   X   Clerical/Support \_\_\_\_\_ Other \_\_\_\_\_

**Level of Responsibility:** GS-13/14, Pay Band ZA-IV

**Duration:** 4 months

**Timeframe:** 1<sup>st</sup> quarter \_\_\_\_\_ 2<sup>nd</sup> quarter \_\_\_\_\_ 3<sup>rd</sup> quarter   X   4<sup>th</sup> quarter \_\_\_\_\_

**Title of Assignment:** Development of an Intranet-based Comprehensive Administrative Guidelines for NESDIS

**Assignment Objective:**

This is a developmental assignment for as GS-13/14, or equivalent, employee pursuing a career in administrative management. The individual in this assignment will serve as a special assistant to the Director, Management Operations and Analysis Office, Office of the Chief Financial/Administrative Officer, NESDIS. The individual will be project officer for the development and implementation of a comprehensive list of NESDIS administrative procedures and guidelines that will be available to all NESDIS employees through the NESDIS Intranet.

The objectives of this assignment are:

1. Provide in depth understanding of the procedures and guidelines that are necessary to provide oversight and management expertise for the full array of administrative responsibilities within a NOAA line office
2. Provide developmental experience 'shadowing' the GS-15 equivalent supervisor on a NOAA line office with responsibility for oversight of administrative management within the organization.

**Description of Tasks:**

The individual will be project officer for the development and implementation of a comprehensive list of NESDIS administrative procedures and guidelines that will be available to all NESDIS employees through the NESDIS Intranet. The duties will include working with contractor support to format the MOAO Intranet site and populating it with both existing

documents and by writing guidelines and procedures. The individual with work closely with the Office professionals in their areas of responsibility to identify requirements, research authorizing law and regulations and identify appropriate website links that should be included.

**Special Requirements and Selection Criteria:**

Individuals applying for this assignment should currently be assigned in a GS-300 professional series with subject matter experience and expertise in at least one of the administrative fields which include, Human Resource management, Organizational Development/Work Force management, Personal Property and /or Logistics management, Acquisition and/or Grants management. Selection may be limited to the local commuting area dependent on the availability of funding.

**NOAA Line/Staff Office:** National Environmental Satellite, Data, and Information Service (NESDIS), Office of the Chief Financial Officer, Management Operations and Analysis Office (Silver Spring, MD)

**Point of Contact:** Ralph Conlin, Director, Management Operations and Analysis Office  
(301) 713-9213    [Ralph.Conlin@noaa.gov](mailto:Ralph.Conlin@noaa.gov)

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**Occupational Category:**

Managerial\_\_\_\_ Technical\_\_\_\_ Analytical\_\_\_\_  
Administrative   X   Clerical/Support \_\_\_\_\_

**Level of Responsibility:** ZA-III/GS-11/12

**Duration:** 3 months   X   6 months\_\_\_\_ Other\_\_\_\_

**Timeframe:** 1<sup>st</sup> quarter\_\_\_\_ 2<sup>nd</sup> quarter \_\_\_\_ 3<sup>rd</sup> quarter   X   4<sup>th</sup> quarter \_\_\_\_

**Title of Assignment:** Prepare Guidebook for Financial Management Reports

**Assignment Objective:** Create a quick reference handbook of the various financial-related reports available through NCDC's budget software applications for use by project managers. Also, to conduct interviews with managers and other administrative support staff to determine what data they use and identify new reports which are needed.

**Description of Tasks:** Review of approximately 100 custom reports from a DOS-based application and recommend which ones to retain in a new Visual Foxpro application (currently under development at NCDC). Identify the top 10 or so most frequently-used reports for inclusion in the guidebook. Become familiar with the data available for querying in several budget software systems (e.g., ATLAS, CAMS, FACTS), then relate these to existing reports; compile brief descriptions of each report which can accompany the sample contained in the guidebook; and recommend to NCDC programmers where modifications to include supplemental data would be beneficial to users.

**Special Requirements and Selection Criteria:** Knowledge of query languages would be important as would familiarity with Windows navigation techniques. Experience with interpretation of budgetary data would be helpful. Selection may be limited to local commuting area dependent on the availability of funding.

**NOAA Line/Staff Office:** National Environmental Satellite, Data, and Information Service (NESDIS)/ National Climatic Data Center (NCDC) (Asheville, NC)

**Point of Contact:** Thomas R. Karl, (828) 271-4476/Pamela Hughes (828) 271-4389